



COMMERCIAL CARD PROGRAM



Policy and Procedures Guide

*for cardholder use of Pcard
issued by Commerce Bank*



Cardholder & Administrator Assistance

Finance Department	M-F	8AM-5PM (C.D.T.)
Program Administrator	Julie Smith	615-451-6540
Program Administrator	Rhonda Jernigan	615-451-6519
P Card Support	Melany Glover	615-230-6946
Finance Department Oversight	Amanda Prichard	615-451-5211

Administrator Applications & Resources

E-mail Pcard Administrator	Julie Smith	julie.smith@sumnerschools.org
E-mail PCard Administrator	Rhonda Jernigan	rhonda.jernigan@sumnerschools.org
E-mail PCard Support	Melany Glover	melany.glover@sumnerschools.org

Report Lost or Stolen Card

Commerce Bank Client Care Team - 24 hours a day/7 days a week

1-800-892-7104

COMMERCIAL CARD PROGRAM POLICY & PROCEDURES

Welcome to the Sumner County Board of Education Commercial Card Program. The Commercial Card, commonly referred to as the “Pcard”, offers a significant variety of enhancements to procurement and accounting processes. The Board of Education’s card program will enable cardholders who exercise fiduciary responsibility to conveniently purchase commodities and services directly from any vendor that accepts Visa. The Board of Education has selected the “Pcard” as the payment method of choice to streamline the procurement, payment, and cost allocation processes.

The commercial card program is administered by the Sumner County Board of Education - Finance Department. The Finance Department has implemented purchasing controls and limitations on all cards within the School System’s commercial card program. **Use of the card for personal purchases is strictly prohibited and subject to legal and/or disciplinary actions.** The card or card number is not transferable and must be surrendered to **your direct Department Head** if you are transferred to another department, or immediately before voluntary or involuntary termination of employment.

Corporate Liability

The Sumner County Board of Education Commercial Card Program is a Visa with corporate liability. Corporate liability for all purchases are as defined as follows: Departments are **not** liable for charges made with a card resulting from card theft or other fraudulent use by third parties not employed by Sumner County Board of Education. Departments are **not** liable for charges made by a terminated employee, once notice of termination is provided to Commerce Bank. Departments are liable for all charges made by Board of Education employees. Details regarding dispute resolution and card administration procedures follow in this policy and procedures guide.

Commercial Pcard Program Overview

Every cardholder’s purchasing transactions will be visible via secure internet reporting tools. Every cardholder’s purchasing activity will be monitored by the individual’s department, the Finance Department, and Audit. The Finance Department will have access to real-time purchase pre-authorization activity and the results or declined transactions thereof. Cardholders, authorities, and/or departmental administrators will reconcile transactions via the internet reporting tool. The Finance Department reserves the right to adjust policies and procedures as the school system’s needs evolve.

Automated data integration and General Ledger posting to the school system’s current Dataquest-Financial System reduces cost, eliminates errors and consolidates payment processing. Comprehensive transaction and summary reporting will be utilized to assist the Board of Education in improving employee purchasing compliance, vendor supply-chain management, and regulatory reporting requirements.

How It Works

The commercial card simplifies both the procurement and disbursement processes. When you make a purchase, the vendor may request a purchase authorization at the point of sale. Commerce Bank’s processor then validates the transaction against pre-set limits established by the Finance Department. Transactions are instantaneously approved or declined based on the following options the Finance Department has selected for individual or groups of employee’s purchasing needs:

- Number of transactions allowed per day, per week, per month;
- Single-purchase transaction spending limit;
- MCC (Merchant Category Code) restrictions on select Visa merchants

The merchant/vendor is paid by their acquiring bank, which in turn bills Commerce Bank, the Sumner County Board of Education’s card service provider. These transactions are loaded into a database that cardholders or department administrators will view through their web browser at www.centresuite.com.

Acquiring a Commercial “Pcard”

Sumner County Board of Education employees, who routinely purchase commodities and services, may be granted authority to receive a plastic Visa card or Visa account (number-only). Upon the discretion and action of the **Card Program Administrator**, a new card request will be made to Commerce via web or phone. Dependent on the employee status in the School System’s Human Resources database and the card request approval confirmation, the card will be issued and received within **5 – 7 business days** once the order has been placed. The cardholder is required to read and adhere to the Program Policies and Procedures, and then sign a cardholder responsibility form **before the card is issued to the employee**. The Card Program Administrator is required to obtain the signed ‘responsibility form’ and will forward to the employee file maintained in Human Resources.

Misuse of the Commercial “Pcard”

The Commercial Pcard represents the Board of Education’s trust in you as a responsible employee who will safeguard and protect the interests of the Sumner County Board of Education. As a cardholder, you assume the responsibility for the protection and proper use of the Commercial Pcard. The card should only be used by the individual whose name appears on the card. Cards and card numbers must be safeguarded against use by unauthorized individuals within or outside the Sumner County Board of Education.

The following situations are examples of misuse of the “Pcard”:

Cardholder misuse:

- Purchases for the sole benefit of the employee
- Assignment or transfer of an individual card to another person
- Use of a Purchasing Card by a suspended or terminated employee
- Splitting a purchase to avoid a single-purchase limitation
- Use of the Pcard for commodities or services restricted by your specific department
- Lack of proper and timely review, reconciliation, and expense reporting if required per department
- Lack of proper and timely submission of all purchase receipts

*Special Note: The Finance Department and Departmental Administrators may have the authority and responsibility to suspend or terminate card privileges in instances of misuse or immediately upon voluntary or involuntary terminations of employment. Improper use of the Pcard or administration thereof may result in disciplinary or legal action, up to and including termination of employment.

Purchasing Card Audits

To ensure the continued success of the commercial card Pcard program and to meet the audit requirements of the Sumner County Board of Education, **the School System’s auditor and state auditors** will make periodic audits to verify that commodities and services purchased have been received and that policies and procedures are being followed. Adequate documentation must be maintained to record all transactions at the source. **If a receipt is lost, a missing receipt affidavit must be filled out by the cardholder or department administrator**. Failure to meet audit standards may result in the loss of cardholder or administrative privileges.

Disputing a Transaction

If you as a cardholder believe a transaction is disputable, first contact the merchant to attempt resolution before beginning the official dispute process. In most cases, the merchant will credit(chargeback) your account and handle your needs in a professional manner. If you or your department’s administrator cannot resolve the transaction in dispute, Commerce Bank will follow standard regulations outlined by Visa and MasterCard if the required written notification from the cardholder is received within sixty (60)

days of the transaction date. Please submit the Dispute Form to the Card Program Administrator at the Finance Department as soon as possible. Transactions in dispute will be removed from the billable invoice while under investigation. When the dispute is resolved in the cardholder's favor, credit is applied to the cardholder's account offsetting the dispute balance. Should the dispute be resolved in favor of the merchant, the transaction amount will be released from dispute and it will once again be included in the balance owed.

Also, a copy of the sales draft is sometimes required before Commerce Bank is permitted to proceed with disputes. In such cases, Commerce is required to allow the merchant's bank 30 days to respond to Commerce's request for a copy. Upon receipt of the sales draft, Commerce will provide the draft to the cardholder for review. If the cardholder continues to contest the transaction and the situation warrants, Commerce will process a chargeback resulting in credit being issued to the cardholder's account.

Program Benefits:

The Corporate Purchasing Card provides our authorized employees a convenient and effective way to manage the procurement of goods and services for high volume, small-to-medium dollar transactions without having to complete corporate requisition forms, purchase orders, or review and reconcile multiple invoices in the traditional manual process. Summarizing and allocating expenses to the proper accounting codes will now be completed electronically via the internet tool. The school system's ability to reduce direct and indirect costs associated with managing the traditional purchase process is enhanced with card controls and integrated financial information.

Sumner County Board of Education's suppliers should enjoy accepting the cards, too. Instead of waiting 7 to 30 days for payment, they will receive their money in as little as two days when they accept your card payment.

- Individual Employee Empowerment to meet Immediate Operational Purchasing Needs
- Comprehensive Purchase Transaction Information
- Improved Supplier Relations
- Reduction in Paperwork and Accounting Errors
- Simplified Web Reporting
- Visibility in Purchasing (who, what, when, where, etc.)
- Visa Acceptance

Cardholder Responsibility:

Issuance of a Pcard is a relationship of trust between cardholders, department administrators, and the Sumner County Board of Education – Finance Department. It is important to remember that when using the card, you are expending taxpayer funds with the permission of your direct manager. Your expenditures are held to the highest degree of trust and accountability. Enabling responsible employees to make approved purchases with the Pcard fulfills the goal of reducing processes and associated costs in the procuring, approving, and paying for goods and services in which the school system requires.

Cardholder privileges and procedures are contingent upon the following and may be changed at any time:

- **You must obtain ALL receipts.** Turn in all receipts no later than the 1st or following business day to your department administrator. Failure to produce adequate legible receipts will be highly subject to scrutiny by the administrators, the finance department, and Audit. *Proper forms of transaction documentation include an invoice, cash register receipt, sales slip, or handwritten receipt signed by an employee of the supplier/merchant. In the event a receipt is lost, you may submit a "missing receipt affidavit" in lieu of the receipt.*

Lost or Stolen PCards

In the event of a lost, stolen or, mutilated card, cardholders should immediately notify departmental administrator or the Card Program Administrator. Please protect your card by keeping it in a safe place away from other “magnetized” stripe cards. Replacing your card may take 7-10 business days.

Renewal of Expired Commercial PCards:

All renewals for expiring cards will be sent automatically to the Card Program Administrator **two to six weeks prior to the expiration date on your existing card**. Renewal cards will then be sent to the department administrators who will contact the cardholders directly for the exchange.

Cardholder Resources

To assist individuals with questions or problems they may have relating to the use of the card, each cardholder may contact the department’s administrator. In addition, cardholders may call **Julie Smith at 615-451-6540** or email to julie.smith@sumnerschools.org or Melany Glover at 615-230-6946 or email to melany.glover@sumnerschools.org

Commerce Bank’s Client Care Team is a group of individuals who may answer general cardholder questions regarding specific transaction or cardholder details 24/7/364.

Commerce Bank – Client Care Team 1- 800 - 892- 7104

Questions about spending limits, declines, etc. can be answered immediately. Please contact your Card Program Administrator if you need assistance with limitations or educational assistance.

Purchasing Guidelines:

As an authorized user of the Sumner County Board of Education Visa, you are also responsible for adhering to the following policy and procedures.

- Cash back, cash refunds or rebates are not allowed back to the cardholder. These transactions must be credited back to the card.
- Cardholder purchase limits and transaction limits vary by job description.
- Sumner County Board of Education – Finance Department may have blocked the card for certain types of purchases. **You should not use the card for personal use or entertainment-type purchases such as alcohol or tobacco, etc.**
- Your card may be revoked at any time, for any reason. Every effort will be made to make the card a valuable, useable tool for the cardholder, provided such cardholder follows the program as outlined.
- **Some transactions are exempt from Sales Tax. When applicable, it is the cardholder’s responsibility to notify the supplier, at the time of the transaction, if it will be exempt from such tax.**
- Splitting of transactions is not allowable (making one purchase into two or more just to stay within your limits). If there are transactions that might be best suited to be paid by your card, but are outside the limitations established, contact your department’s administrator or Card Program Administrator. Alternatives may exist.

If Visa is not accepted by a merchant/vendor you deem operationally necessary or beneficial, please contact your Card Program Administrator to locate an accepting merchant/vendor. In certain cases, it may benefit the school system to have Commerce contact the vendor regarding acceptance options.



MISSING RECEIPT AFFIDAVIT
For use with Commerce Bank – Commercial Card Program

I, _____ have either misplaced or not received a receipt for a card purchase.

This form is submitted in lieu of the original receipt.

Vendor Name: _____

Transaction Date: _____ Amount: \$ _____

Items Purchased: _____

I certify that the goods shown above were purchased for Sumner County Board of Education’s operating purposes as outlined in the policies and procedures for card use.

Cardholder signature: _____ Date: _____

Department Manager: _____ Date: _____



Purchasing Card User Agreement

I, _____ hereby acknowledge receipt of a Sumner County Board of Education Visa, issued by Commerce Bank. As a cardholder, I agree to comply with the terms of this agreement, including all of Sumner County Board of Education’s policies and procedures included in the Commercial Card Policy and Procedures Guide.

I understand that our school system is liable to Commerce Bank for all charges.

I agree that I will not use the Pcard or account number to make personal purchases for others or myself.

I understand that I will not request or receive cash back from suppliers as a result of exchanges, rebates, and refunds or for any other reason.

I understand that I am the only person authorized to use the card or card number assigned to me. I will not authorize the use of this card by other company employees who may want to use it to make approved purchases.

I understand that if I transfer to another department I must notify my department administrator or the Card Program Administrator immediately. I understand that the school system can terminate my right to use the card at any time, for any reason. I agree to return my card to my manager immediately upon request or upon termination of employment.

I have reviewed the Sumner County Board of Education Cardholder Policy & Procedures Guide. I understand the procedures and requirements for using the Purchasing Card and for providing the required documentation for each transaction made on this card.

I understand that any violation of the terms of this agreement may result in disciplinary action, up to and **including termination of employment.** I understand that the school system may deduct from my compensation the money amount equal to the total of any discrepancies, of the total amount of any personal gain, and/or of any fees related to the collection of such money. I understand that the school system may elect to collect this money even if the school system no longer employs me.

Cardholder Name (print)

School or Department

Cardholder Signature

Date



PURCHASE CARD REQUEST/CHANGE FORM

Unauthorized use of this card number is prohibited and a Commercial Card User Agreement must be on file with the Card Program Administrator.

The following individual is authorized to receive a Commerce Bank Visa account and has received a copy of the Sumner Corporate Card Policy and Procedures Guide.

Indicate card type: Physical plastic _____ Card number only _____

Cardholder Information:

Cardholder Name	Department
Employee Number	If transfer, indicate here
Physical Address for Card Delivery	Phone number
City	State
	Zip Code

Purpose of the Card:

Employee: New Cardholder _____ Departmental Transfer _____
 Describe if transfer: _____

Card Controls:

Monthly limit: \$ _____ Daily or weekly limit: \$ _____ # of trx's allowed per month: _____

Merchant restrictions: Travel _____ Fleet _____ Purchasing _____

Describe: _____

If you desire to use this card with a particular supplier please indicate the name of the supplier here:

GL Profile:

Describe the associate's area of responsibility _____, or default GL Code to be assigned if known _____

Expense/Centre Access Request for Card Reconciliation: Yes _____ No _____

Note: This is required for cardholders and/or administrators who reconcile transaction activity.

 Department Head Approval

 Secondary Approval